



201 N. Stone Avenue
P.O. Box 27210 Tucson, Arizona 85726-7210

(520) 791-5607
FAX: (520) 791-4340

APPLICATION FOR A SIGN PERMIT

										TD #														
										PERMIT NO.														
DATE			APA			SIGN ACCOUNT NO																		
ADDRESS OF SIGN				CROSS REFERENCE			NAME OF FIRM OR INDIVIDUAL				PHONE													
OWNER OR PARTY TO BE BILLED FOR ANNUAL REGULATION CHARGE						BILLING ADDRESS				ZIP CODE														
SIGN CONTRACTOR (IF APPLICABLE)						STATE LICENSE NO.			ELECTRICAL CONTRACTOR (IF APPLICABLE)			STATE LICENSE NO.												
ADDRESS OF SIGN CONTRACTOR					CITY PRIVILEGE LICENSE TAX NO.		PHONE NO.		PERSON TO CONTACT															
ZONE		DISTRICT		FIRE ZONE		LOT		BLOCK		SUBDIVISION		NOTE: ALL ELECTRICAL WORK MUST BE DONE BY A CONTRACTOR LICENSED TO WORK ON SIGNS.												
IN COLUMNS BELOW DESCRIBE EACH SIGN INCLUDING ELECTRICAL DATA & TYPE ILLUMINATION																								
QTN	SIZE WIDTH X LENGTH		SQUARE FEET	TYPE SIGN	HEIGHT TO TOP OF SIGN	TYPE CONST.	TYPE ILLUM.	E L E V	SIGN COPY OR DESCRIPTION			SIGN PERMIT TAG												
A	X																							
B	X																							
C	X																							
D	X																							
E	X																							
Remarks to be typed on permit.										Valuation														
PCF of \$ _____ Receipt No. _____ Check No. _____ Date _____										A														
Frontage _____										B														
BEFORE ERECTION ALL ELECTRICAL SIGNS MUST BE SHOP INSPECTED. ON ALL ELECTRICAL SIGNS A SUITABLE DISCONNECT SHALL BE PROVIDED.										C														
										D														
										E														
										Total														
Initial Site Inspection _____ Date _____ Approved _____ Rejected _____																								
Second Site Inspection _____ Date _____ Approved _____ Rejected _____																								
Third Site Inspection _____ Date _____ Approved _____ Rejected _____																								
Number of existing signs _____ Number of signs removed _____																								
Applications for a freestanding sign must have a site plan attached showing location of sign and sight visibility triangles.										FEE & CHARGES														
Certification: I hereby certify that the data submitted on or with this application is true and correct, that I am the Owner of the property at this address or, that for the purpose of obtaining this approval I am acting as agent on his behalf. <div style="text-align: right;">Signature _____</div> SPECIAL STIPULATIONS: 1. No sign shall occupy or project into public property/easements unless in accordance with Tucson Sign Code. 2. Permit tag(s) must be affixed to sign(s) at time of erection. 3. Freestanding signs must be protected from damage by barricades, bumpers or planter areas.										APA														
										MAIL														
										PCF														
										PERMIT FEE														
										ELECTRIC														
APPROVED FOR PERMITS <table border="1" style="width:100%; border-collapse: collapse;"><tr><td></td><td>DATE</td><td>BY</td></tr><tr><td>SIGN</td><td></td><td></td></tr><tr><td>ELECT.</td><td></td><td></td></tr><tr><td>ZONING</td><td></td><td></td></tr></table>											DATE	BY	SIGN			ELECT.			ZONING			REGULATION CHARGE		
											DATE	BY												
SIGN																								
ELECT.																								
ZONING																								
										TOTAL														
MAKE CHECK PAYABLE TO CITY OF TUCSON																								

Items Necessary to Obtain a Sign Permit

1. Correct street address.
2. Drawing of the sign to scale indicating sign message or copy.
3. Elevation plan showing sign on building and site plan drawn to scale, showing street frontage.
4. Construction details of the sign, method of attachment, weight of sign, and character of structural members to which attachment is to be made.
5. Illuminated sign plans must provide complete electrical data including type of illumination, number of fixtures, operating voltage, number of circuits, total line load, location of electrical disconnect. Name of manufacturer must be on sign.
6. Detached signs: site plan needs to indicate property lines, street frontage, sight visibility triangles, and future right of ways, location of sign on property, relationships of signs to ingress and egress points.
7. Certificate of Insurance must be on file with the Development Services Center.
8. Valuation of work and authorized signature.
9. Work must be done by a licensed contractor in the City of Tucson.

The following signs shall require engineered plans and calculations sealed by an engineer and/or architect registered in the State of Arizona.

1. Detached or freeway signs when the area of the sign or the aggregate area of all signs on the sign structure including the pylon and/or pole cover exceeds 60 square feet.
2. Wall signs in excess of 100 square feet in area or any signs attached to a building in excess of 30 feet from grade to the bottom of the sign, or as required by the plans examiner except: a., Non-illuminated individual characters or individual graphics fabricated from lightweight material.
3. All outdoor advertising structures-billboards.

A site review of the location will be made by a Sign Inspector. If any violations of the Sign Code exist, the permit will not be issued.

A plan check fee must be paid at the time of plan submittal. You will be notified when the application has been approved or rejected. Hole inspections must be called for in addition to electrical inspections. The number to call for inspections is 791-4591. A copy of the approved set of plans must be kept on the job site.